

# M S P



## MANAGERIAL SELECTION PROCESS

The State of California strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TTY users can contact the California Relay Services line by dialing 711.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

**CLASSIFICATION: SUPERVISING ENVIRONMENTAL PLANNER**

**POSITION TITLE: OFFICE CHIEF, NORTHERN SAN JOAQUIN VALLEY ENVIRONMENTAL OFFICE**

**SALARY: \$7,088 - \$8,048**

**LOCATION: DISTRICT 6 – FRESNO AND DISTRICT 10 - STOCKTON**

**DIVISION: CENTRAL REGION ENVIRONMENTAL**

**FINAL FILING DATE: DECEMBER 16, 2015**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the California Department of Transportation (Caltrans) Central Region Environmental Division Chief (C.E.A. A), the incumbent represents the Central Region in environmental planning matters of multi-district significance and is responsible for managing the work of a multidisciplinary staff conducting comprehensive environmental studies, preparing environmental documents for transportation projects, reviewing consultant prepared environmental documents, monitoring construction projects for compliance with mitigation monitoring plans and permit conditions. The incumbent directs the work of the Northern San Joaquin Valley Environmental Office (North Office) staff in both Fresno and Stockton. The incumbent will be required to spend a proportional amount of time, based on staffing numbers, in both Stockton and Fresno in order to provide adequate supervision of staff in both locations. A valid California driver's license is required in order to meet the travel requirements above.

Responsibilities include, but are not limited to:

- Plans, organizes and directs the work of the Northern San Joaquin Valley Environmental Office. Assumes a proactive role in project and task management, and delivery of environmental products and services within negotiated work plan commitments (i.e. quality, schedule, cost, resources and scope). Work includes but not limited to the production of Environmental Impact Statements and other small/complex environmental documents, specialist branches providing cultural, biological and environmental engineering support and ensuring environmental compliances on projects for North San Joaquin Valley Environmental Office.
- Exercises administrative supervision, delegates and assigns work, provides direction in resolving internal division problems within the Office Chief's authority as well as problems related but external to the Division, selects and hires subordinates, appraises performance of subordinates, establishes work norms and work flow, coordinates unit activities, prescribes personnel utilization, and determines training needs.
- Serves as the Caltrans representative for multi-project/program level environmental negotiations with State and Federal transportation agencies, resource agencies and the public. Maintains a proactive relationship with federal, state and local agencies to prevent project delays during the environmental process.
- Participates in the development and implementation of operational policies of the Division/Region/Department. Elevates issues of concern to the Environmental Division Chief. Provides independent advice, recommendations, briefings and reports to the Environmental Division Chief and other District/Region Managers. Manages miscellaneous studies, reviews, and sensitive negotiations of regional and statewide significance.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with Caltrans and meet the following qualifications by the final file date in order to participate in this examination.

#### **Either I**

One year of experience in the California state service performing the more difficult and complex work on special environmental projects or research studies as an in-house consultant; or managing an interdisciplinary team preparing environmental studies and preparing environmental documents in a class at a level equivalent to that of Senior Environmental Planner.

#### **Or II**

**Experience:** Five years of experience in conducting comprehensive environmental studies of statewide significance and preparing environmental documents, at least one year of which must have been equivalent in level to work performed by a Senior Environmental Planner in the California state service. **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles and techniques of supervision and personnel management; differences of impacts of multimodal forms of transportation on the environment; methods of administering environmental projects and programs; Caltrans' Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet the Equal Employment Opportunity Program objectives; methods of planning, organizing, directing and controlling major statewide differences in, and uses of, multimodal forms of transportation considering various environmental factors.

**Ability to:** Coordinate environmental investigations of proposed projects; review and evaluate local plans in relation to statewide environmental interests; incorporate the input of interested groups and agencies into the environmental planning and analysis process; supervise others in their work; solicit necessary expertise to complete environmental studies or meet project goals; effectively contribute to the Caltrans' Equal Employment Opportunity Program objectives; supervise and direct the activities of others; participate as a witness in local hearings.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. Candidates who meet the qualifications will be admitted into the examination process.

The first step in the examination process is the Position Specific Qualifications Evaluation, which is the appraisal of an applicant's Examination/Employment Application (STD. 678) and Statement of Qualifications. Applicants who achieve a passing score of 70% or higher on the Position Specific Qualifications Evaluation will be invited to the interview portion of the examination. The interview portion of the examination will establish an eligible list including the ranking of each candidate. Candidates will be notified in writing of their examination results.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated based on the candidate's demonstrated:

1. Thorough working knowledge of Departmental major activity areas and organization, Departmental policies, financial constraints, and specific knowledge of environmental/engineering planning and project development process and all related laws and regulations.
2. In-depth knowledge of and extent of experience dealing with NEPA, CEQA, Section 4(f) and related state and federal environmental laws, regulations and executive orders.
3. Knowledge of delivery commitments and services within agreed upon work plan commitments (schedule, capital and support costs, and scope).
4. Thorough working knowledge of organizational relationships both within and outside of Caltrans that pertain to planning, design, construction, operation and maintenance of transportation facilities.
5. Ability to supervise, motivate and lead a multi-disciplinary professional staff, and effectively contribute to Caltrans' safety, health, equal opportunity and labor relations objectives.
6. Ability to assimilate input from various sources, to evaluate that input to develop alternative courses of action, and to make informed risk-based decisions and objective recommendations on environmental issues relating to project delivery.
7. Experience participating in public forums, representing Caltrans in high level meetings with internal and external management, and various regulatory agency personnel.
8. Ability to develop and maintain cooperative relationships with local, state and federal agencies, and incorporate the input of interested groups and agencies into the environmental process.
9. Ability to communicate effectively both orally and in writing, and manage consultants, contracts, resources and budgets.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should specify the **classification; position title, and the following MSP number: 15MSP56.**
- Faxed and/or e-mailed applications will **not** be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty, shall be eligible to apply for promotional civil service examinations, for which he/she meets the minimum qualifications as prescribed by the class specification. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final filing date of **DECEMBER 16, 2015**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Leslie Mazzeo (15MSP56)  
1727 30<sup>th</sup> Street, MS-90  
Sacramento, CA 95816**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
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Questions regarding this examination process should be directed to Leslie Mazzeo at (916) 227-4176.

### **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

### **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please write to Caltrans, Office of Examinations and Special Programs, 1727 30<sup>th</sup> Street, MS-90, Sacramento, CA 95816 or contact us by phone at (916) 227-7858. TTY users contact the California Relay Service at 711.*